

VENDOR GUIDE

TOWN OF HERNDON

Purchasing Department

P.O. Box 427
777 Lynn Street
Herndon, VA 20170
(703) 435-6800 ext. 2048
(703) 435-8121 fax



Website: www.herndon-va.gov

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Introduction:

The Town of Herndon Purchasing Department serves all Town departments with an operating budget of approximately \$19.1 million for required goods and services. The Purchasing Department's goal is to obtain high quality goods and services at a reasonable cost, to ensure that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, and that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded in accordance with the Town Code and the Virginia Public Procurement Act. All expenditures of public funds must be made under the policies and procedures of the Purchasing Department.

The purpose of this guide is to assist the vendor in understanding the purchasing procedures of the Town of Herndon. This is a general guide and may not address all questions. For additional information, feel free to contract:

Purchasing Agent
Diane Erway, CPPO, CPPB, VCO, VCCO
777 Lynn Street
Herndon, VA 20170
(703) 435-6800 ext. 2048

Office Hours:

Purchasing Department business hours are from 7:30 AM to 4:30 PM.

Vendor Visits:

Vendors are a valuable resource for obtaining specifications, industry trends and technology advancement. The Town of Herndon values vendor visits; however, it is recommended that the vendor contact the Purchasing Agent in advance for an appointment to ensure availability.

Bidders List:

The Purchasing Department advertises its procurement opportunities that exceed \$30,000 on the Commonwealth of Virginia's eVA Business Opportunities website and on the public notice bulletin board in the Purchasing Department area. EVA also serves as the Town's bidders list for

procurement opportunities and any updates or addendums for current bids or solicitations. By registering on the eVA Business Opportunities website, vendors will automatically be notified electronically of opportunities for Invitations to Bid and Requests for Proposal. To register use: www.eva.state.va.us/register/index.htm. These bids or solicitations may also be viewed in their entirety by downloading from the eVA webpage. To view use: <https://vendor.evro.cgipdc.com>.

Small Purchases:

Purchases, where the estimated total cost of the materials, equipment, supplies, shipping, insurance, construction, or service is not expected to exceed \$30,000 may be awarded in accordance with procedures described in the purchasing procedures manual developed by the procurement official. Small purchase procedures shall include, but are not limited, to the following provisions:

- * Less than \$2,500 – no quotations required
- * \$2,500 or more but less than \$10,000 – minimum of three (3) verbal or written quotations.
- * \$10,000 or more but less than \$30,000 – minimum of four (4) written quotations.

Competitive Sealed Bidding:

All contracts with non-governmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction of \$30,000 or more shall be awarded after competitive sealed bidding. Invitations to Bid are advertised by publicly posting for a minimum of 10 days prior to the date set for receipt. After the public bid opening, a Notice of Intent to Award or a Notice of Award may be made. Contracts that exceed \$30,000 require the Town Council's approval before notice of award is authorized.

Competitive Negotiation:

Upon a determination made in advance by the procurement official and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the Town, professional and non professional services of \$30,000 or more may be procured by competitive

negotiation. Requests for Proposals are publicly posted for a minimum of 10 days prior to the date set for receipt. After receipt of proposals, an evaluation committee evaluates the proposals received in accordance with previously established criteria stated in the proposal and recommends a Notice of Intent to Award or a Notice of Award. Contracts that exceed \$30,000 require the Town Council's approval before notice of award is authorized.

Payment:

Vendors shall direct all invoices to the Accounts Payable Department in order to avoid delayed payment. Payment terms are net 45 days after receipt of a proper invoice or 45 days after receipt of goods or services, whichever is later.

Taxes:

The Town is exempt from Federal and State taxes. State exemption certificates (ST-12) will be provided by the Accounts Payable Department upon request by the vendor.

Facsimile/Electronic Bids:

Small Purchases – under \$30,000:

The Purchasing Department will receive and accept facsimile/electronic bids prior to the time and date designated for bid submission for unsealed bids.

Formal Sealed Bids (IFB/RFP) – over \$30,000:

The Purchasing Department will not receive or accept facsimile/electronic bids for formal sealed bids. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any bid.

Receipt of Bids/Proposals:

Solicitations state that competitive bids or proposals are to be received by the specified date and time in the Purchasing Department. The Purchasing Department will not accept bids/proposals after the stated date and time. It is the responsibility of the vendor to ensure the bid/proposal arrives at the Purchasing Department prior to the designated date and time. A delay in

the delivery of mail by the U.S. Postal service or private courier is not acceptable.

Protest of Award:

Any bidder or offeror may protest the award or decision to award a contract by submitting such protest in writing to the Purchasing Agent no later than ten (10) days after public notice of the award. The written protest shall include the basis for the protest and the relief sought. The Purchasing Agent will issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken.

Solicitation Results:

The Purchasing Department, upon evaluation of the bids/proposals will publish the results of the determination by either issuing a purchase order or posting a Notice of Intent to Award or a Notice of Award on the public bulletin board. Bidders may contact the Purchasing Agent via telephone or email for the status of a determination for award if the bidder has not received notification.

Tie Bids:

In the case of a tie bid, preference shall be given to goods, services and construction produced in the Town or provided by persons, firms or corporations having principal places of business in the Town, if such a choice is available. If the goods, services and construction is not produced in the Town or provided by persons, firms or corporations having principal places of business in the Town, preference shall be given to goods, services and construction produced in Virginia or provided by Virginia persons, firms or corporations, if such a choice is available.

Debarment:

The Purchasing Department may authorize in a formal notification to debar vendors from contracting with the Town for goods, services or construction for specified periods of time. The purpose of debarment is to protect the Town from vendors having exhibited an inability or unwillingness to fulfill contractual requirements and to protect the interest and the integrity of the procurement process.

Ethics in Public Contracting:

No public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing it to contain any false, fictitious or fraudulent statement or entry. (Virginia Public Procurement Act § 2.2-4376)

Any person convicted of a willful violation of any provision of this article shall be guilty of a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment. (Virginia Public Procurement Act §2.2-4377)

Immigration Reform and Control Act of 1986:

Contractor certifies that it does not and will not during the performance of this Contract violate (i) the provisions of the Federal Immigration Reform and Control Act of 1986, as amended and §40.1-11.1, Code of Virginia, which prohibits the employment of illegal aliens and (ii) the provisions of Federal and State employment and wage hour laws. The Contractor shall include and enforce the language in the last sentence in every subcontract issued under this Contract and shall require the subcontractor to do the same. Vendors are encouraged to verify eligibility for employment through use of the federal E-Verify system at <https://www.dhr.gov/E-Verify> or United States Citizenship and Immigration Services (USCIS) at 1-888-464-4218.